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[68 FR 60847, Oct. 24, 2003]

APPENDIX A TO PART 1204—ITEMS TO COVER IN MEMORANDA OF AGREEMENT

The items to be covered in Memoranda of Agreement between NASA Installations and state and areawide OMB Circular A-95 clearinghouses for coordinating NASA and civilian planning:

- 1. Clearinghouses will be contacted at the earliest practicable point in project planning. Generally, this will be during the preparation of Preliminary Engineering Reports, or possibly earlier if meaningful information is available that could practically serve as an input in the decision-making process. It should be noted that clearinghouses are generally comprehensive planning agencies. As such, they are often the best repositories of information required for development planning and constitute a resource that can often save Federal planners substantial time and effort, if consulted early enough. In addition to providing information necessary for preliminary engineering, clearinghouses can make useful inputs to the development of environmental impact statements, as well as in reviewing draft statements. Thus, consultation at the earliest stage in planning can have substantial payoffs in installation development.
- 2. Clearinghouses will be afforded a minimum time of 30 days in which to review and comment on a proposed project and a maximum time of 45 days in which to complete such review.
- 3. The minimum information to be provided to the clearinghouse will consist of project description, scope and purpose, summary technical data, maps and diagrams where relevant, and any data which would show the relationship of the proposed project or action to applicable land use plans, policies, and controls for the affected area.
- 4. Establish procedures for notifying clearinghouses of the actions taken on projects, such as implementation, timing, postponement, abandonment, and explaining, where appropriate, actions taken contrary to clearinghouse recommendations.

PART 1205 [RESERVED]

PART 1206—PROCEDURES FOR DIS-CLOSURE OF RECORDS UNDER THE FREEDOM OF INFORMATION ACT (FOIA)

Subpart A—Basic Policy

Sec.	
1206.100	Scope of part.
1206.101	General policy.

Subpart B—Types of Records To Be Made Available

	Publishing of records. Proactive disclosure of Agency			
1206.202	Records that have been published. Incorporation by reference.			
Subpart C—Procedures				
1206 300	How to make a request for Agency			

records.

1206.301	Describing records sought.
1206.302	Fee agreements.
1206.303	Format of records disclosed.
1206.304	Expedited processing.
1206.305	Responding to requests.
1206.306	Granting a request.
1206.307	Denying a request.
1000 000	Defermals and committations

1206.308 Referrals and consultations within NASA or other Federal agencies.

Subpart D—Procedures and Time Limits for Responding to Requests

1206.400 Procedures for processing queues and expedited processing.

1206.401 Procedures and time limits for acknowledgement letters and initial determinations.

1206.402 Suspending the basic time limit.

 $1206.403 \quad \hbox{Time extensions.}$

1206.500 Search.

Subpart E—Fees Associated With Processing Requests

1206.501	Review.
1206.502	Duplication.
1206.503	Restrictions on charging fees.
1206.504	Charging fees.
1206.505	Advance payments.
1206.506	Requirements for a waiver or reduc
tion	of fees.
1206.507	Categories of requesters.
1206.508	Aggregation of requests.
1206.509	Form of payment.
1206.510	Nonpayment of fees.
1206.511	Other rights and services.

Subpart F—Commercial Information

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1206.600 General policy.
1206.601 Notice to submitters.
1206.602 Opportunity to object to disclosure.
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